



CITY OF BOSTON, MASSACHUSETTS
Thomas M. Menino, Mayor

CITY OF BOSTON, MASSACHUSETTS

Guidelines for Permanent Public Art Installation in Boston

The Boston Art Commission, established in 1890, is the oldest municipal art commission in the United States. It exercises legal authority to approve and site new public art on property owned by the City of Boston. In addition, the Art Commission preserves and protects all monuments, paintings, statues, fountains and memorials on City property. The dynamic behind these efforts is the belief that artworks should not be limited to museums and galleries but should be woven throughout the fabric of the urban landscape and thus, integrated more successfully into the daily life of all Boston residents. The Art Commission is appointed by the Mayor and consists of five Boston residents, each representing a Boston cultural institution. Art Commission meetings are held on the first Wednesday of each month.

The Boston Art Commission

Mayor's Office on the Arts, Tourism & Special Events
Boston City Hall
Room 802
Boston, Massachusetts 02201
T 617. 635.3245
F 617.635.1850
www.cityofboston.gov/arts

The Role of the Boston Art Commission:

- Advise the community group or agency initiating a public art project (the proponent) on issues concerning the site, selection of a professional artist, and commission of a public artwork.
- Guide and monitor the design development process through reviews at various stages to ensure artistic and design quality, integration with the site, and relevance to the community.
- Approve the final design prior to fabrication.
- Approve the final artwork, installation procedures, and maintenance plan prior to installation.
- Serve as an advisor to the Edward Ingersoll Browne Fund, a City trust that supports public amenities.
- Administer contracts for the fabrication, installation, and maintenance of public art projects.

Overview of Guidelines

For an introduction to the City of Boston's public art process, community groups and artists are encouraged to attend one of the community presentations offered periodically by the BAC. The following guidelines and checklists are intended to guide artists, community groups, and host agencies step-by-step through the process of obtaining the BAC-required approval for the installation of public art. The BAC offers significant advice, resource materials, and technical assistance to help applicants throughout the approvals process. Proponents of public art projects will find an open and flexible partner in the Commission and are encouraged to establish a close working relationship with the BAC from the inception of the project.

The outlined procedures help to ensure that planning for public art is fully embedded in overall planning for development projects (e.g., plaza, park, or new structure) and that the completion of the artwork is concurrent with the completion of any other related construction. The BAC advises the proponent, project architect, and artist as they collaborate in the review and approval process.

These guidelines apply to public art projects that will be installed for a period of at least 18 months. For temporary projects, please see the BAC's Guidelines for Temporary Public Art.

Summary of Steps

- Step 1: Application for Planning Funds
- Step 2: Informational Meeting with the BAC Staff
- Step 3: Artist Selection
- Step 4: Submission of Preliminary Design Concept
- Step 5: Application for Implementation Funds
- Step 6: Final Design Development
- Step 7: Application for BAC Approval of Design
- Step 8: Project Fabrication and Interim Reports
- Step 9: Documentation Record and Accession

Step 1

If applying for funding support from the City of Boston, the community group or agency proposing the public artwork (the proponent) should **submit an application for *Phase I: Planning and Artist Selection* funds to the Edward Ingersoll Browne Fund**, a Trust of the City of Boston. Please send a copy of the application to the BAC. Deadlines for all applications to the Browne Fund are September 15 and March 15.

Planning funds are used to hire a public art consultant (the advisor) to assist with the planning, artist selection, and design development. Deadlines for applications to the city's Browne Fund are September 15 and March 15. Information and application for the Browne Fund is available at http://www.cityofboston.gov/arts/Perm_PublicArt.asp

If a grant is awarded, the proponent and the Browne Fund will execute a contract for the planning phase. All requests for reimbursement will be approved by the BAC prior to payment by the Browne Fund.

Proponents who are supporting the development and creation of the artwork with resources other than city funds should proceed to Step 2.

Step 2

Once planning funds are awarded or the applicant has obtained alternate funds available to undertake an artist selection process, **the BAC staff and the proponent schedule an informational meeting**. The BAC provides detailed information about the approval process and suggests options for retaining a required BAC-approved advisor to facilitate planning the artist selection process.

The BAC may ask the proponent to elaborate on the goals for the artwork, strategies to involve the artist(s) in planning for the project, plans for community engagement, and other concerns related to the proposed public art project. Additional materials, such as visuals of the proposed site, may also be requested.

Step 3

The proponent should proceed with Phase I: Planning and Artist Selection. The selection process is overseen by the community group or agency sponsoring the project; however, the BAC-approved advisor engaged by the proponent will facilitate the selection process and serve as a resource for information about the public art process overall. The advisor will ensure that the process is conducted in accordance with BAC guidelines.

Options for selecting the artist include an open competition, a request for qualifications, or an invitational process with proposals received from at least three candidates. Competition finalists or candidates who are invited to prepare a detailed proposal will be paid a stipend for their creative work out of your Phase I: Planning and Artists Selection grant.

The selection committee or jury must include a liaison appointed by the BAC as a voting member. At a minimum, the committee or jury must consist of two neighborhood or community representatives who have a vested interest in the project, a visual arts professional, a representative of the host agency or site owner, and the appointed BAC liaison. If the

artwork site will be part of a larger development project, the project designer (architect or landscape architect) or the designer's representative, must also be included in the artist selection committee.

Selection Criteria: All professional artists are eligible for a commission. In order to promote public art opportunities for a broad range of artists, the BAC encourages the selection of qualified artists who are not already working on other projects for city-owned sites. Discrimination against any artist on the basis of race, color, religion, national origin or ancestry, disability, age, gender, or sexual orientation is prohibited.

Proposal Requirements: The proponent is responsible for establishing the requirements for final proposals and ensuring that only artists who meet the requirements are considered. Artists who do not complete a proposal or do not meet the proposal requirements will not be paid a stipend.

The BAC is more likely to support proposals for artwork which are place specific and contextually appropriate.

Community Involvement: The proponent must provide an opportunity for community feedback regarding the selection of an artist. Examples of possible formats for community involvement include a public exhibition of proposals with a response log or a presentation of proposals at a community meeting, advertised well in advance to ensure community participation. Outreach may be reinforced by activities such as a web posting with an online response forum or a feature article in the community newspaper.

Step 4

After the artist is selected, **the proponent and artist should submit a preliminary design concept (see Appendix A) and meet with the BAC.** The BAC staff will schedule a time for the proponent and artist to present the design concept at a meeting of the Commissioners so that feedback can be incorporated prior into the final application. The Commission, while willing to consider reasonable requests for exceptions, considers the artist's presence at all BAC presentations, from conception to implementation, as a necessary requirement in order to understand the artist's vision and method. As needed, representatives from relevant city departments—Public Works, Parks, etc.— may be asked by the BAC staff to attend the presentation, in order to inform the applicants about necessary departmental procedures and reviews.

Until an artwork has been approved, the proponent will not know the annual costs associated with maintenance of the artwork; however, a strategy for raising funds to create an endowment for maintenance should be outlined at this point, as noted in the checklist. The Browne Fund warrants the capital repair (i.e., repair executed at intervals of five years or more, usually as the result of usage) or replacement of projects that it funds. However, The Browne Fund does not provide funding for routine or annual maintenance. Funds raised for routine maintenance of any artwork are deposited with the City's public art program and are maintained in an account designated for the maintenance and care of the artwork.

It is the artist's responsibility to ensure that appropriate materials are being proposed for use in the artwork. Due consideration must be given to structural integrity; performance of materials in terms of weathering, vandalism, or theft; and reasonableness of maintenance and repair costs.

Application and appropriate support materials must be received by the BAC two weeks prior to the meeting at which the project will be reviewed.

Step 5

If applying for funding support from the City of Boston, the proponent should **submit an application for *Phase II: Implementation and Fabrication to the Browne Fund***. Please send a copy of the application is sent to the BAC. Deadline for applications to the Browne Fund are September 15 and March 15. No grant funds will be allocated until the BAC confirms final approval of the design (see Step 7).

Step 6

The artist should develop the final design and work with a conservator to develop a maintenance plan. During design development, meetings are scheduled with the BAC-appointed project manager and other City department representatives as needed. The BAC provides an approved list of conservators.

Intermediate meetings: The BAC appoints a project manager from the Mayor's Office of Arts, Tourism, and Special Events to be available for optional weekly meetings with the artist as the design development proceeds. The project manager will facilitate planning with city departments as needed, including Boston Redevelopment Authority, Public Works, Transportation, etc. Meetings with the project manager and department representatives will serve to monitor the progress

of the project and provide useful feedback to the artist regarding preparation of the final application/presentation to the Boston Arts Commission.

Community involvement: The proponent must provide opportunities for community feedback regarding the design of the proposed artwork. Required activities include at least one community meeting and a public display featuring the proposed artwork. Community feedback will be considered with the final application for approval of the artwork.

Maintenance plan: An approved list of conservators will be provided. The conservator will assess the artwork before fabrication begins to approve materials and fabrication method as well as to develop a schedule for perpetual maintenance of the artwork. This will determine the endowment needed to be raised by the proponent to maintain the work in perpetuity. Funds to pay for this service will come from the Phase II: Implementation and Fabrication grant.

Step 7

The proponent and artist present the final application (Appendix B) to the BAC for approval. After the design has been finalized, reviewed by a BAC-approved conservator, and received all necessary City approvals, a completed application should be sent to the Boston Art Commission. All materials must be received two weeks prior to a scheduled BAC meeting. The presentation date will be confirmed by the BAC staff.

Within 30 days after the presentation, the BAC will notify the applicant whether the project has been approved for siting or whether final revisions (including additional City approvals) are required. If revisions are requested, the proponent, artist, architect, or other designers as applicable will be invited back to present a revised design to the BAC. The proponent and artist will have two additional opportunities to satisfy the Commission.

Phase II funds for project implementation may be awarded by the Browne Fund only after the BAC gives final approval of the project.

A contract for the fabrication and installation of the artwork will be executed by the BAC and the artist. A contract between the BAC and the proponent will establish the terms for future maintenance of the work. If any changes or adjustments are made to the project design after final approval and execution of the contract, the proponent must present changes to the Commission. Failure to do so may result in the revocation of the approval.

Step 8

The artist undertakes fabrication of the artwork and files interim reports with the Commission (Appendix C).

During the fabrication process, the artist will be required to provide to the BAC director periodic updates describing the project's progress and highlighting any changes to the approved design. The Commission and other City agencies reserve the right to review (and possibly revoke) earlier approvals should significant changes be made to the approved final design.

When the artwork is fabricated and ready for installation, **the artist must notify the BAC** to receive approval for the siting and maintenance of the finished work. The Commission's written approval is required before any public art can be installed on City property.

Expense reimbursement requests will be approved by the BAC prior to payment by the Browne Fund.

Step 9

Once the artwork is installed, **a Documentation Record (Appendix C) should be submitted by the artist.** At this point, the contract between the artist and the Browne Fund is complete, and the work is formally accessioned into the City's collection.

The Documentation Record provides detailed information on the new artwork. This form will remain on file at the Commission, along with the applications, design development documentation, reports, financial records and approvals relevant to the project.

Definitions

Proponent: Community Group representing the interests of the area including businesses, neighborhoods, homeowners and businesses

Advisor: Public Art consultant Phase I selection

APPENDIX A

Design Concept Checklist

Seven copies of the checklist and materials must be submitted in 8 ½" x 11" format. The BAC must receive completed materials two weeks prior to a scheduled meeting.

Project Name _____ Date _____

Artist contact information:

Name _____
Address _____
Phone _____
Fax _____
Email _____
Website _____

- ☐ Artist statement of intent, description of project, concept, and approach
- ☐ Artist's biography or curriculum vitae
- ☐ Proposed schedule or timeline for design and fabrication

Project Information

- ☐ Context map or aerial photo showing surrounding neighborhood using a ½ mile radius
- ☐ Site plan
- ☐ Context photos of surrounding area
- ☐ Photos of existing conditions at the site
- ☐ Schematic drawings/sketches
- ☐ Basic model, maquette or rendering showing 3-D representation of the artwork in context of surrounding site
- ☐ If more than one art element, indication of hierarchy of elements and relationship of the pieces to each other and the site
- ☐ Indication of materials
- ☐ Maintenance considerations, including strategy for creating maintenance endowment
- ☐ Budget

Will you need a slide projector or digital projector for presentation?

- ☐ Slide
- ☐ Digital

If you are applying for implementation funds from the Browne Fund, please indicate amount of request
\$ _____

APPENDIX B

Final Application Checklist

Seven copies of checklist and materials must be submitted in 8 1/2" x 11" format. The BAC must receive completed materials two weeks prior to the meeting.

Project Name _____ Date _____

Pre-Existing Conditions:

- ☐ Context map (and/or) aerial picture using a 1/2 mile radius.
- ☐ Context photos of surrounding area
- ☐ Site plan of existing condition

Proposed site improvements

- ☐ Site plans, elevations, and sections showing all site improvements and restoration
- ☐ Lighting plan (if applicable)
- ☐ Construction drawings of the artwork showing, as applicable: plans, sections, and elevations; technical or fabrication details; engineering drawings, and drawings of all material changes, such as grading, paving, walls, walkways, foundations, landscaping; and ADA compliance
- ☐ Elevation drawings showing the relationship of the artwork to the site
- ☐ Description of all material for the site and artwork specifying texture, color and finish
- ☐ Short term and long term maintenance plan for site improvement and artwork, including maintenance endowment plan

Artwork

- ☐ Final drawings of artwork showing perspectives or photos of model in context
- ☐ Model or maquette of artwork
- ☐ Final text, if applicable, identifying, interpreting, or incorporated into artwork
- ☐ Timeline for design and fabrication
- ☐ Written description of project

Supplemental Information

- ☐ Supporting information from a conservator regarding material appropriateness, maintenance requirements, and maintenance budget
- ☐ Letter of understanding from site owner
- ☐ Documentation of community response to proposed artwork
- ☐ Relevant City Department approvals
- ☐ If applicable, calculations for structural and installation details by a Massachusetts registered structural engineer
- ☐ Project budget

Will you need a slide projector or digital projector for the presentation?

- ☐ Slide
- ☐ Digital

Document Record Checklist

Project Name _____ Date _____

Seven copies of checklist and materials must be submitted in 8 1/2" x 11" format.

Prior to installation

- ☐ Final plan for installation and for potential removal (for repairs, etc.)
- ☐ Public Improvement Council (PIC) approvals where applicable to show proof of compliance with public health and safety, liability insurance, security and ADA
- ☐ Final construction/installation drawings

Within two months after installation

- ☐ Visual documentation of the final work (either slide or digital photograph)
- ☐ Final description of the artwork and anticipated impact on the community
- ☐ Final budget